

Distribution of Materials

The Community Relations director/designee shall review and determine whether materials are approved for distribution/posting to schools or the community bulletin on school websites. Any further review shall be by the superintendent/designee, whose decision shall be final.

Dissemination of the information does not reflect the district's endorsement or sponsorship of the activity.

The district or the school will not distribute materials that:

- A. Are obscene, lewd, or vulgar;
- B. Are libelous;
- C. Contain language that is intimidating, demeaning, harassing or threatening on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, disability, marital or veteran status, including, but not limited to, racial, sexual, or ethnic slurs;
- D. Promote commercial enterprises;
- E. Promote the violation of existing laws, regulation or ordinances, or official school policy, rules or regulations; or
- F. Proselytize or disparage religious beliefs.

Distribution of Materials to Schools

Nonprofit organizations wishing to distribute/post information to schools or the community bulletin on school websites are encouraged to submit requests two weeks prior to an event, registration, etc. and must:

1. Complete a Request to Distribute form. Forms are available on the district's website under Community Relations. Include complete contact information (name, address, email address and phone/fax) so community relations office staff can contact you.

2. All non-district sponsored submissions must include the following disclaimer:

Clover Park School District does not sponsor this event/activity/offer and assumes no responsibility for it. In consideration for the privilege to distribute these materials, Clover Park School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgments or awards.

3. Submit electronic copies of the Request to Distribute form, what you want to distribute and a copy of your nonprofit status (Internal Revenue Status 501 (c) (3)) to the community relations office at bmiller@cloverpark.k12.wa.us.

4. Certain schools may require distribution of printed materials in addition to an electronic version. It is the responsibility of the organization making the request to print and distribute the copies. A copy of this completed form (with approval) must be presented or sent with materials to each site. An enrollment count for district schools is available upon request.

5. Lakewood’s Promise may distribute printed copies of its *What’s Up in Lakewood* publication to all schools in the district. This is the only organization with permission for this distribution.

6. District resources (including email) should never be used by any organization (non-profit or for-profit) or district employee to distribute flyers or information about an event or cause.

Notification of Approval

Community relations office staff reviews the materials as they are received. Schools/departments are directed to refer requests for distribution to the community relations office except for materials distributed for PTA, PTSA, ASB or school-related or sponsored activities, which are approved at the principal’s discretion. Parties who receive approval to distribute materials are responsible for providing each school where the material will be posted with 10 copies of the material for display at the school and providing paper copies for those schools who have requested that distribution. The approved “Request to Distribute” materials form should also be included with the materials. No district or school resources – including district email – can be used to distribute materials (See Procedure 2022-P1 Electronic Resources).

School-sponsored information

The Request to Distribute process does not impact PTA, PTSA, ASB or announcements of other school-related or sponsored activities. Materials distributed for PTA, PTSA, ASB or school-related or sponsored activities are approved at the principal’s discretion. Materials distributed only at specific schools for sponsored programs (Army Youth Programs in Your Neighborhood (AYPYN), Lakewood Computer Clubhouse, Communities in School of Lakewood After-School Program, etc.) will be approved at the principal’s discretion. No disclaimer is needed for school-related materials.

College/University materials

Higher education program information from any college/university will be made available to secondary school counselors and can be displayed in offices and college and career centers. No disclaimer is necessary for these materials. If flyers or other materials are being distributed directly to students, the college/university must go through the Request to Distribute process.

Date: 07.15.10

Revised: 05.19.14; 05.09.16